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CONFIDENTIAL

26 JUL 1957

ER9-5775  
09/59-826  
7/2/57

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: CIA Supergrade Structure

1. This memorandum contains recommendations for approval of the Director of Central Intelligence. Such recommendations are contained in paragraph 7.

2. During the past 18 months, the Supergrade Review Board and the Office of Personnel have taken actions as summarized in Tab A to complete a job-by-job analysis of all Agency positions considered to warrant supergrade status. Tab B presents a statistical summary of the recommended Agency supergrade structure based on the completed analysis. Tab C consists of the Job Evaluation Study which comprises:

a. Explanation of the formal system of Executive Job Evaluation used for the study and recommended for adoption;

b. Position descriptions for all positions in the three directorates agreed upon by Deputy Directors and the Office of Personnel for supergrade status.

3. The results of the study indicate that [ ] warrant supergrade status. Current supergrade staffing as compared with that recommended for the Agency follows:

25X9

Personnel on Duty      Recommended

GS-18 and Public Law  
GS-17  
GS-16

25X9

4. The recommended total of [ ] supergrade positions will result in the Agency's having 1.4% of its personnel in the supergrade class compared with the following percentages for similar agencies:

25X1A

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TIME CLAS	5	ORI	30	TYPE	01
CLASS	5	REV	3	REV CLAS	C
JUST	22	NEXT REV	2011	ADMIN	HR 70-2

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5. Currently 23 employees of supergrade status are assigned to positions of lower grade and hold their supergrades on a personal rank basis. The recommendations of this study will eliminate three personal rank assignments due to upward changes of positions and establish four new personal rank assignments if supergrade personnel in the positions concerned are not reassigned. The net result would be 24 employees who hold their supergrades on a personal rank basis.

6. The Study as presented is up to date as of 30 June 1957. On 1 July, the Office of the Deputy Director (Coordination) was created and it is to be expected that there will be further organizational and program changes which will require amendment of this study. These revisions will be undertaken annually.

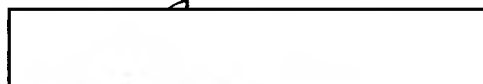
7. It has been recommended by the Supergrade Review Board that this Supergrade Job Analysis Study be approved as a planning paper. It is further recommended that [ ] Agency supergrade positions be approved at this time. This total is based on the [ ] as listed in the study, less one which will be vacated [ ] plus two which have been newly established for [ ] office. Pending further consultation with the Bureau of the Budget, the official ceiling will remain [ ] and this ceiling will be used in statistical reports.

25X9

25X9

25X1A

25X9



25X1A

C. P. CABELL

Lieutenant General, USAF  
Chairman, Supergrade Review Board

Attachments

- Tab A - Summary of Review of Supergrade Structure
- Tab B - Statistical Summary of Supergrade Recommendations
- Tab C - Job Evaluation Study

The recommendations in paragraph 7 are approved:



ALLEN W. DOLLEY

Director of Central Intelligence

27 JUL 1957

Date

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Approved For Release 2002/05/01 : CIA-RDP81-00261R000600040001-5

*LAD*  
A copy of  
Mr Wisner's  
memo should  
be made  
for [redacted]  
info. Then  
put all this  
with [redacted]  
Committee  
Report

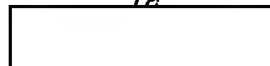
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*Copy sent to Mr. [redacted] in "eyes  
only" envelope on  
7/5/55. Day*

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